

Department of General Services
Small Business Council Issues – 2005
(As Revised at December 2, 2005, SBC Meeting)

No.	Issue/Description	Responsible Committee/Organization	Action Taken/To Be Taken	Resolution/Comments
1	Self-Certification (CPR GG 20)	Outreach/Constrctn	Provided copies at March 2005 meeting; Issue paper distributed June 2005 meeting; OSDS to convene focus group October 2005; Construction committee has identified as #4 priority. Outreach committee #1 priority.	Ongoing
2	Reciprocity (CPR GG 21)	Outreach	Provided copies at March 2005 meeting; Issue paper distributed June 2005 meeting; OSDS to convene focus group October 2005. Outreach committee #2 priority.	Ongoing
3	DVBE Regulations	OSDS (Information only)	Second draft complete September 2005; Posted on Web and distributed to DVBE Council. Email blast to request comments TBD September 2005.	Ongoing
4	NVSA Regulations	OSDS (Info only)	Assess need. Prepare draft. Estimated completion 1QTR 2006	Not yet started. <u>Note: OSDS had no applicants in 2005.</u>
5	SB Regulations (cleanup)	OSDS	Not yet scheduled	Expected start 1 st QTR 2006
6	Terms and Conditions	Constrctn/Processes	PD review of General Terms & Conditions in progress. Construction committee has	Will update SBC as we progress; R. Hamilton to request Legal Opinion on bonding requirements.

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			identified this as their #3 priority; Processes committee has identified this (and connection with bonding in IT contracts – see item 7) as top priority at June meeting.	Committee to coordinate w/ Rita Hamilton to schedule focus group to address issues 6 & 7. See also item 21.
7	Bonding Requirements (perception in some agencies it is mandatory)	Process	Scheduled for briefing at June meeting; deferred to September 2005 meeting	See item 6 and 21. <u>Sept. 2005: Rita/Elisabeth to conduct focus group; review laws/regulations. Develop input for CAL-PCA training. Dec. 2005 report: focus group complete; training materials in development (intermediate CAL-PCA classes)</u>
8	Bid evaluation: low cost vs. “best value”; Wage prices; how contracts are evaluated; should recognize more than just pricing	Process	Process Committee has identified this as top priority for IT contracts (when combined with item 6 and 7)	See item 21. Ongoing
9	Wage prices; how contracts are evaluated; should recognize more than just pricing			This issue to be deleted after being combined with issue 8.
10	The ranking of preferences			Delete per Sept. 2005 meeting
11	Size of small businesses; tie to federal standard		Discussed Federal Small Business Administration national hearings to consider revising federal size	Delete per Sept. 2005 meeting

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			standards at June meeting. Outreach committee has identified as #3 priority. P. Guerrero to provide federal law re-acceptance of certification by state agencies expending federal dollars (for September meeting)	
12	Improve database tool to find firms	OSDS; Outreach	System enhancement implemented. Outreach committee identified as #4 priority.	System modification in production August 1, 2005; email blast sent out second week of August 2005. Ongoing
13	Education of SB Rules – “SB/DVBE Option”	Constrctn/ OSDS	Process explained at June 2005 SBC meeting; statute and PAM copies distributed. See also #15.	No further action required (confirmed at 9/2005 meeting)
14	IT Hardware: no IT bids out since Office of Machine Repair closed		<i>Clarify issue at September 2005 meeting</i>	M. Dennis to check with J. DeZonia to determine if this is an individual issue or still relevant.
15	Set-asides – take a small amount out of large contract just for SBs	Constrctn	Discussed at June 2005 meeting; see item 13. Committee has identified as #2 priority.	
16	TACPA/EZA/LAMBRA		Map feature discontinued; hard to determine zones without calling DGS	<u>Dec. 2005: reported research on Web tools; PD COS to help identify improvements & coordinate with PAMS/other</u>

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				<u>agencies for implementation.</u>
17	Simplify processes	ALL	Overall Action	Ongoing
18	Evaluate with points for participation			Delete per Sept. 2005 meeting
19	Certification eligibility	<u>DGS Director and OSDS</u>	<u>Discuss pros/cons; SBC recommendation to OSDS; OSDS recommendation to DGS Director</u> Confirmed support of recommendation to increase SB ceiling to \$12 million and MB to \$2.75 million	<u>Complete. See also item 34. June 2005 SBC discussion item; Council in favor. OSDS recommendation complete September 2005. Dec. 2005; Combined with item 34. DGS will promulgate regulations. Council requested to be notified of public hearings; Council members and Dennis Trinidad encouraged to attend any public hearings to support increases as discussed.</u>
20	Length of application process	OSDS	September meeting will address backlog reduction efforts	Complete
21	Contract vehicles – move to performance-based contracts		See also items 6, 7 and 8.	Q: What about deliverable-based contracts remaining? Cash flow impact to SBs?
22	Financial assistance; <u>Link OSDS Web page to State Controllers and other financial aid resources</u>	Outreach	Committee identified as #5 priority.	OSDS to update Web resources (done 9/21); <u>See also item 57. Dec. 2005; demonstrated changes to Web site; OSDS/COS</u>

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				to collaborate on further Web site enhancements.
23	A) Access to decision makers and B) access to policy authority	Process/IT/ Goods DGS PD responsible for part B	Discussed at June 2005 meeting; discussed at September 2005 meeting. Identified by Goods committee as top priority	Chair described processes/ contacts; potential newsletter articles can address; SARA will provide opportunity to develop and share more best practices; will include in internal communications; Technology Solutions Day will highlight successful CSSI subcontractors.
24	Capability of firms; tool to identify the best; quantity vs. quality; supplier rating system			Delete per Sept. 2005 meeting
25	Vendor Fairs (like Caltrans) where agencies buy on the spot. DGS requires more vendor fairs of agencies. Include bid conferences, Resource Exchanges	Outreach	Outreach committee identified as #6 priority	PD Communications and Outreach to provide Update at March 2006 meeting.
26	SB participation goal (%) established: increase SB participation and save money		Discussed draft of Executive Order at March 2005 meeting and OSDS provided statewide statistics for five years. Discussion item at June 2005 meeting and OSDS provided	Ongoing. See also items 40 and 64.

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			2003-2004 Statewide SB report.	
27	Search database and rotate firms to spread out business	OSDS	Demonstrated search function at September 2005 meeting	Complete.
28	Agency lists – improve access (focus on merit)		Cross reference different agency bid lists	Communication effort. Complete.
29	Fill the Governor's Office SB Advocate position	Constrctn/Process	Discussed at June 2005 meeting; legislature funded and position to be filled. Status to be reviewed at September meeting. Construction committee has identified this as top priority. Process committee identified as #2 priority.	Members recommended this be addressed in Executive Order. Note: Email press release of announcement TBD 9/22. Complete. Dennis Trinidad attends meetings.
30	Pre-bid commercial prices published for bidders to compare			Delete per Sept. 2005 meeting
31	List goods and products purchased on all departments' Web pages (e.g., Teale Data Center)	COS	Some Advocates publish lists; DGS buyer directory obsolete.	Check-Coordinate with Advocates (via email); Add to agendas for Customer Forums & Advocate meetings.
32	Data Center Consolidation to Department of Technology Services (DTS) – (CPR recommendation)			DTS in effect in July 2005 and reports to State & Consumer Services Agency. Complete.
33	Should non-profit firms be eligible for SB status?	SBC	Discuss pros/cons; SBC recommendation to DGS Director	June 2005 SBC discussion item; Council opposed. Complete
34	Raise SB eligibility ceiling amount	DGS Director	Discuss pros/cons; SBC	June 2005 SBC discussion item;

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			recommendation to OSDS; OSDS recommendation to DGS Director	Council in favor. OSDS recommendation complete September 2005. See also Dec. 2005 – Deleted and combined with item 19.
35	OSDS Web Search (query) by keywords is underutilized so certified firms are not being found	Outreach	Issue identified at June 2005 meeting by Committee. Advise firms by email. Develop a new marketing brochure.	Email complete (see item 38). Draft brochure developed. <u>Comments requested by 12/7/05.</u>
36	California Strategic Sourcing Initiative (CSSI) bids and other formal bids are advertised in the California State Contracts Register (CSCR). The Subscription Outreach Service (SOS) is underutilized causing certified firms to miss contracting opportunities	Outreach	Issue identified at June 2005 meeting by Committee. Develop initiative to enroll all certified firms in SOS. Enhance CSSI communication effort with consultant support. Special CSSI MRO contract outreach. Improve message consistency. Involve buyer teams earlier in strategy development.	<ul style="list-style-type: none"> - PERS outreach complete July 2005. CDVA to complete by October 2005. CDVA Advocate project will expand agency contacts to bid lists. Pilot SOS project begun in August 2005 by DGS (see handout). - CSSI developed “SB/DVBE Owners Manual”. Initiated partnering workshops; broadened invitations to include all certified firms; expanded communications to include SB/DVBE Advocates

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				as discussed at June 2005 meeting. CSSI update ongoing
37	SB/DVBE Advocates are underutilized; could be better trained and supported in their role	Outreach	Issue identified at June 2005 meeting by Committee.	Continue DGS Customer Forums; new CDVA Advocate Workshop will update Advocate Toolkit and put on Web. Dec. 2005: Advocates can help State departments be more consistent in their contract documents (DGS Customer Forum action replacing SCAN group); DGS to renew Advocate meeting twice/year.
38	Certified firms need to know about Council and how to contact members	Outreach/ COS	Issue identified at June 2005 meeting by Committee. OSDS to issue blast emails	Completed in June 2005 and again in August 2005. DGS: annual outreach to be done.
39	Review of Design/Build entities. Issues with primes that do not list subs.	Construction	DGS Real Estate Services reps to join committee; discussed statutory basis for traditional construction bids vs. design/build. DGS recommending legislation for 2006.	Ongoing. Sept 2005 status: Draft legislative proposal to use Business Utilization Plans for public works following RESD process. RESD to coordinate DGS analysis of proposal.
40	SBC project to help agencies that met/didn't meet 25% goal	Member Tocolli	Discussion item at September 2005 meeting	See also items 26 & 64. Letter from SBC congratulating agencies that met goal and offering to

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				assist those that didn't. <u>PD reports avail. Jan. 2006; draft letter to be sent for comment ASAP (R. Joseph to review draft).</u>
41	Length of time to award contracts	Goods	Committee identified as 2 nd priority. Discussion item at September 2005 meeting	Ongoing.
42	Commercially Useful Function requirements - <u>need to examine impact on SB/DVBEs</u>	Processes	Processes committee identified as #3 priority	Original focus changed. D. Zweifel (guest) to address with Legislation committee. Evaluate possible changes to management memo. Focus group to be convened (M. Dennis). <u>Dec. 2005 report: Held focus group on 11/1/05; SBC support for recommendations to display OSDS CUF determinations ASAP; and, develop process for OSDS to accept agency CUF determinations. No support for "provisional certification" status without CUF as it was not a level playing field and raised issues of ethics/integrity of "brokers"</u>

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43	Sponsor legislation to mandate SB goals on local governments	Legislation	Issue raised at June 2005 meeting re AB 348	M. Dennis to discuss with BJ Toccolli. <u>Ongoing. Dec. 2005: Dennis Trinidad to research possible impact; action needed.</u>
44	Consider “buy Californian” statute	Legislation	OSDS research Buy California statute and report at September meeting;	<u>12/05 OSDS Report: See meeting minutes for details. Ongoing</u>
45	Rationalize statutory definitions of small business	Legislation	Olivia Fonseca to provide Council research on 200 statutes with differing SB definitions at September meeting (was provided to D. Fraga-Decker)	M. Dennis to follow up with D. Fraga-Decker. Legislation Committee to review. Complete. <u>Ongoing.</u>
46	<u>OSDS to provide data:</u> <u>a. Report # new applicants & # of renewals (over 12 mos.)</u> <u>b. Assess impact if SB \$ ceiling increased</u> <u>c. Recommendation of goals for number of certified firms</u> <u>d. Report percent of 1) firms with keywords in BIS and 2) enrolled in CSCR SOS</u> <u>e. Report PD spend with SB (for</u>	<u>OSDS</u>	<u>Sept. 2005 Action Item</u>	<u>Dec. 2005 Report:</u> <u>a. Done. See OSDS presentation</u> <u>b. Done. OSDS est. <25/yr (impact to workload minimal). After \$ raised, will track # firms that benefit</u> <u>c. Pending. Dec. 2005 Council clarified interest in increasing number without numeric goals</u> <u>d. Done. See OSDS presentation</u> <u>e. Pending</u>

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	<u>client agencies)</u> f. <u>Report how many firms get State contracts</u>			f. <u>DGS Director sent letter to SCO; awaiting reply</u>
<u>47</u>	<u>Member DeZonia asked for a copy of the updated Advocate Toolkit</u>	<u>OSDS</u>	<u>Sept. 2005 Action Item</u>	<u>Sept. 2005/Dec. 2005 Report: CDVA Advocate workgroup revision in process; PD participating. Will post on OSDS Web site when done and advise Council/Advocates via email.</u>
<u>48</u>	<u>Member Tocolli requested report of CSSI Office Supply purchases</u>	<u>CSSI</u>	<u>Sept. 2005 Action Item</u>	<u>Dec. 2005: provided CSSI updated information (see presentation); Ms. Tocolli to advise Rita if more detail required.</u>
<u>49</u>	<u>Forward CSSI MRO bidder conference information to SB and DVBE Council members</u>	<u>OSDS/COS</u>	<u>Sept. 2005 Action Item</u>	<u>Dec. 2005 report: completed after September 2005 meeting.</u>
<u>50</u>	<u>Forward Oct. 2006 Caltrans Procurement Fair flyer to Councils/certified firms</u>	<u>OSDS/COS</u>	<u>Sept. 2005 Action Item</u>	<u>Dec. 2005 report: completed after September 2005 meeting.</u>
<u>51</u>	<u>Suggest: institute CSSI partnering workshops after contract award</u>	<u>CSSI</u>	<u>Sept. 2005 Action Item</u>	<u>Dec. 2005 report: under consideration</u>
<u>52</u>	<u>Suggest: Bidder conferences in northern and southern California</u>	<u>CSSI</u>	<u>Sept. 2005 Action Item</u>	<u>Dec. 2005 report: Accomplished for CSSI MRO bid</u>

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<u>53</u>	<u>Suggest: Recommend DGS follow Caltrans model and increase ads for bid conferences; evaluate how bidders found out about opportunities/study</u>	<u>CSSI/COS</u>	<u>Sept. 2005 Action Item</u>	<u>Dec. 2005 report: clarified used technology and email blasts to communicate opportunities; will consider how to improve communications</u>
<u>54</u>	<u>Expand partnering workshops or matchmaking for major contracts (not just CSSI)</u>		<u>Sept. 2005 Action Item</u>	<u>Dec. 2005 report: PD will do in conjunction with integration of CSSI into standard processes; under consideration for other departments.</u>
<u>55</u>	<u>Consider advertising bid opportunities in other trade/focus or papers of general circulation (other than CSCR)</u>		<u>Sept. 2005 Action Item</u>	<u>Dec. 2005 report: under consideration [Same as 53?]</u>
<u>56</u>	<u>Add certified firm “success stories” and photos on OSDS Web site</u>	<u>OSDS/COS</u>	<u>Sept. 2005 Action Item</u>	<u>Dec. 2005 report: complete and demonstrated to SBC. Will also include in new e-newsletter. Need to communicate availability (COS)</u>
<u>57</u>	<u>Link OSDS Web page to State Controllers and other financial aid resources</u>	<u>OSDS</u>	<u>Sept. 2005 Action Item</u>	<u>Dec. 2005 – Deleted and combined with item 22.</u>
<u>58</u>	<u>DGS should be aware of recent State Controller study</u>	<u>PD</u>	<u>Sept. 2005 Action Item</u>	<u>Dec. 2005 report: Ms. Toccolli provided SCO report to M.</u>

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				<u>Dennis; distributed to DGS PD staff. Complete</u>
<u>59</u>	<u>Member Brinton suggested hosting a “meet and greet event”</u>	<u>DGS</u>	<u>Sept. 2005 Action Item</u>	<u>Sept 2005: noted that the Resource Exchange events accomplish this; New COS manager will share at March 2006 meeting future of outreach events.</u>
<u>60</u>	<u>Consider new legislation to establish “very large SB” definition</u>	<u>Cnstrctn</u>	<u>Sept. 2005 Action Item</u>	<u>Dec. 2005: Will coordinate with Legislation committee. Pending</u>
<u>61</u>	<u>Distribute Action Item list to committees (break down actions for each committee)</u>	<u>COS</u>	<u>Dec. 2005 Action Item</u>	<u>Email SBC and post on Web site.</u>
<u>62</u>	<u>Request for committee guidelines</u>	<u>Chair</u>	<u>Dec. 2005 Action Item</u>	<u>Dec. 2005: Proposed revisions to Charter address; comments due by 12/31/05 and final draft to be approved at March 2006 meeting.</u>
<u>63</u>	<u>Law requires DGS to have a Customer/Supplier Advocate; unclear who this is</u>	<u>Chair</u>	<u>Dec. 2005 Action Item</u>	<u>Email SBC.</u>
<u>64</u>	<u>Sponsor new SB Executive Order; consider making SB participation a “real” goal with incentive like SB 115; not an “aspirational” goal as now</u>	<u>DGS</u>	<u>Originated March 2005; Dec. 2005 added “goal” emphasis</u>	<u>Ongoing; See also items 26 & 40.</u>

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<u>65</u>	<u>As DGS implements SB 954; integrate efforts with work being done on IT terms and conditions</u>	<u>DGS</u>	<u>Dec. 2005 Action Item</u>	<u>Pending</u>
<u>66</u>	<u>Develop communication strategy for BIS2SOS project; develop document for members to send to constituents; update Web site; press release; etc.</u>	<u>COS</u>	<u>Dec. 2005 Action Item</u>	<u>Pending</u>
<u>67</u>	<u>SBC/Verizon lawsuit created a fund to assist SB/Disadvantaged community; consider applying for funding to aid with improving communications in light of new California anti-fax law (1/1/06)</u>	<u>OSDS</u>	<u>Dec. 2005 Action Item</u>	<u>Research process; coordinate with OLS; obtain management approval; report progress</u>
<u>68</u>	<u>Member Garcia inquired about impact of “Tallon amendment” on federal SBA program that limited states’ abilities to impose additional certification requirements</u>	<u>OSDS</u>	<u>Dec. 2005 Action Item</u>	<u>Archie to provide Mariel copy of federal legislation; Mariel to seek OLS review and report back at March 2006 meeting.</u>
<u>69</u>	<u>Mr. Trinidad inquired if DGS reciprocity efforts included working with the federal government to accept California certification</u>	<u>OSDS</u>	<u>Dec. 2005 Action Item</u>	<u>OSDS to research and report</u>
<u>70</u>	<u>Next CSSI contract for office</u>	<u>COS/CSSI</u>	<u>Dec. 2005 Action Item</u>	<u>Host supplier/State dept. forums</u>

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	<u>supplies to benefit from lessons learned; develop communication plan</u>			<u>to get suggestions for improvements; notify interested parties by letter of forums; survey? Institutionalize communication improvements for all upcoming CSSI efforts. Consider use of teleconferencing to get more participation at bidder conferences.</u>
<u>71</u>	<u>DGS Management to assist Legislation committee with mission statement/role (initiate, review, educate, etc.) and guidelines on protocols for working with State staff</u>	<u>Chair</u>	<u>Dec. 2005 Action Item</u>	<u>Rita Hamilton to advise Ms. Toccolli of outcome of internal DGS discussions</u>
<u>72</u>	<u>Construction committee working with RESD on a fence contract at McClellan park that exceeded the estimate and is being re-bid</u>	<u>Cnstrctn; RESD</u>	<u>Dec. 2005 Action Item</u>	<u>Report at March 2006 meeting</u>
<u>73</u>	<u>Consider having one SBC meeting annually in Southern California</u>	<u>Chair</u>	<u>Dec. 2005 Action Item</u>	<u>Under consideration</u>
<u>74</u>	<u>All members not yet assigned to a committee to coordinate with Chair of a committee they want to help</u>	<u>New Members</u>	<u>Dec. 2005 Action Item</u>	<u>Ongoing (as new members join Council)</u>

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