

## **Small Business Advisory Council Meeting**

### **Meeting Minutes**

March 2, 2016

**Call to order:** Chair Jim Butler called the meeting to order at 1:05 p.m.

**Attendance:** The meeting was attended by the following SBC members: Julian Canete, Lori Kammerer, Don Stoneham, Paul Guerrero, Doug Eldridge, Stephen Simpson, Aubyn Jo Dean (for Phil Vermuelen, of Coalition of SB/DVBE), Lydia McGee, Sharon Brown, Marty Keller, Leonard Ortiz, James Brady, Joel Ayala, Betty Jo Toccoli, Jerry Bircher and Justin Adams.

The following SBC members attended via webinar: Evelyn Graham, Lee Cunningham, and Shaila Roa Mistry.

The following SBC members were absent: Aubry Stone, Savita Farooqui, Elizabeth Overton, Valerie Miles, Jerome Toliver, Dan Ripke, and Rose Elena Saucedo.

The following DGS representatives were in attendance: Council Chair Jim Butler, Alternate Chair Angel Carrera, Danetta Jackson, Emma Cardenas, Catrina Blair, Tasha Nomura-Stewart, Wayne Gross, Tanya Little, Charles Deyoe, Anda Draghici, Demeshia Swanson, Carl Josephson, Bob Door, Charlene Fain-Keslar, Eric Mandell, Kristi Johnson and Jyoti Patel.

Special guests included: Kathleen Webb (Government Operations Agency), Jeff McGuire (DGS), and Megan Hodapp (Governor's Office of Business & Economic Development – GO-Biz).

### **Welcome and Introductions**

Council Chair Jim Butler welcomed everyone to the meeting. He introduced two new members, Elizabeth Overton, who would be representing the Metro Chamber, and Shaila Mistry, who would be representing the National Association of Women Business Owners of California. In addition, he introduced Jeff McGuire who is the new Chief Deputy Director with 30+ years of experience with the state. Mr. McGuire worked on DGS' Strategic Plan and impressed with PD and all the division has accomplished and supports the work the SBC is doing.

### **Approval of December 16, 2015 Meeting Minutes**

Council Chair Jim Butler asked for a motion to approve the December 16, 2015 meeting minutes. Council member Stephen Simpson stated he called in on the phone last meeting but did not log in via webinar and asked for his attendance to be notated on the minutes.

Mr. Butler stated that if a member was participating via telephone and not logged in through the webinar, to send an email after the meeting stating that you were present so DGS staff can accurately record member attendance. Council member Julian Canete made the motion to approve the minutes. Council member Jerry Bircher second. Motion carried.

## **Contract Update**

Cathy Lorenzo, manager of the Contract Management Section, provided an update on PD's upcoming solicitations, which could be found at:

<http://www.documents.dgs.ca.gov/pd/smallbus/SBCouncil/PDUpcomingSolicitations030216.pdf> and highlighted the location of DGS' OBAS Upcoming Solicitation document, which could be found at:

<http://www.documents.dgs.ca.gov/pd/smallbus/SBCouncil/OBASUpcomingSolicitations030216.pdf>.

## **Cal eProcure / Fi\$Cal Update**

Roger Anderson, DGS' Partner Business Executive, provided a system update and explained Fi\$Cal had updated 38,000 suppliers and added 3,200 suppliers within the last month. Mr. Anderson stated that it was important for businesses to include United Nations Standard Products and Service Code (UNSPSC) codes with their profile because that was how they will get notified of upcoming bids (events). He also recommended that businesses add as many keywords to their profile, as possible. Finally, Mr. Anderson explained there were some functionality and system enhancements that still needed to be addressed.

Council member Paul Guerrero referenced the Commercially Useful Function (CUF) and stated the UNSPSC had nothing to do with CUF. Mr. Butler asked the Council whether they had attempted to register and/or update their business profile using the Cal eProcure portal. Council member Doug Eldridge stated he was experiencing issues with the system, to which Mr. Butler stated DGS and Fi\$Cal were working to iron out reported bugs that prevented some events from being shown in search results. He further stated that the team was developing training for state employees to standardize how to enter information in a consistent format (bid numbers and descriptions were being reported in different locations). Additionally, Mr. Butler explained that Mr. Eldridge was asked to participate in testing to gain feedback on what would work well. Fi\$Cal was still working on some of the recommendations provided. Council member Jerry Bircher stated his business was able to register and update their profile, but his staff was reluctant to use it because of issues they experienced with BidSync.

Mr. Butler also explained because the Cal eProcure portal was still new, DGS had extended certified business' certification until June 2016. Mr. Butler knew of one person who went through the recertification process, which took them 25 minutes to complete. He also explained DGS has been instrumental in user acceptance testing, providing

training, sending out communication regarding the new system, and hosting live webinars on the registration and certification process.

DGS staff, Wayne Gross, commented the California State Contracts Register (CSCR) which lists all available bidding opportunities, referred to solicitations as “events.” Council member Marty Keller acknowledged the Fi\$Cal team for all their efforts in preparing the constituency and outreach.

### **Commercially Useful Function (CUF) Overview**

Anda Draghici, manager of the Office of Small Business and DVBE Services (OSDS), provided an overview of the Commercially Useful Function. A copy of her presentation could be found at:

[www.documents.dgs.ca.gov/pd/smallbus/SBCouncil/CUFOverview030216.pdf](http://www.documents.dgs.ca.gov/pd/smallbus/SBCouncil/CUFOverview030216.pdf)

Council member Jerry Bircher explained based on items discussed at the earlier Strategic Planning meeting, he would like to see CUF reported showing an invoice and cancelled check that relates to the purchase order.

### **GO-Biz Update**

Megan Hodapp, Small Business Program Analyst for the California Governor’s Office of Business and Economic Development (GO-Biz) provided information regarding past and upcoming the events GO-Biz participated in and was organizing. She explained the participated in the Vendor showcase last week, where they were able to connect with some great small businesses. Additionally, their Los Angeles stakeholder meeting last week was a success, in which they had over 40 participants. She thanked Council Alternate Chair, Angel Carrera for his participation. The next stakeholder meetings would take place in San Diego and Humboldt. Ms. Hodapp provided some information about their May 4, 2016 summit in Los Angeles for Small Business Week, as well as highlighted some upcoming events with members of the assembly and senate.

Finally, she stated the California Competes Tax Credit cycles would open on March 7 and close on March 28. She stated \$50.9 million in credits was available, including any unallocated credits and webinars would take place on March 3, 9, 17 & 21, 2016.

### **California Multiple Awards Program (CMAS)**

Kristi Johnson, a CMAS Acquisitions Specialist for DGS, provided a brief CMAS overview. Ms. Johnson explained it was taking their group under 30 days to complete a CMAS contract, which once took 180 days.

Mr. Butler asked Ms. Johnson to explain what it meant for businesses to “piggyback” on a federal General Service Agreement (GSA). Ms. Johnson stated it was once believed a business would need to hold their own GSA schedule in order to apply to be a CMAS contractor; however, a business can “piggyback” off of another business’s GSA if that

business (the one who does not have a federal GSA) is willing to agree to the same pricing and terms and conditions as those outlined in the GSA.

Once a business becomes a CMAS contractor, buyers would then reach out to three (3) CMAS companies for a quote and if one responds, then the buyer could award to that one respondent. Ms. Johnson also explained departments that use a small business CMAS contract were awarded small business participation for their purchase.

A question was asked to whether there were trends for certain commodities. Ms. Johnson stated CMAS does not go out and recruit for certain services.

### **Introduction to State Government Contracting Workshop**

Emma Cardenas, Customer Liaison for DGS Procurement Division's Communication & Outreach Section, provided an overview of the new Introduction of State Government Contracting workshop. The overview could be found at: <http://www.documents.dgs.ca.gov/pd/smallbus/SBCouncil/IntroStateContracting030216.pdf>.

Ms. Cardenas explained the next scheduled workshop was set for March 10, 2016 and if the Council was interested in viewing the complete training, they could contact her at: [emma.cardenas@dgs.ca.gov](mailto:emma.cardenas@dgs.ca.gov). Council member Paul Guerrero stated that more detail needed to be provided in the workshop to which Ms. Cardenas agreed, but explained the Small Business Development Centers provided more in-depth training. Roberto Herrera, of CalVet, stated they would help get the word out about the workshop as it was an important workshop for SB/DVBEs to be aware of.

Alternate Chair Angel Carrera recognized Ms. Cardenas and the Outreach team for all the hard work and effort that was put into developing the workshop. Mr. Carrera explained DGS appreciated Mr. Guerrero's feedback but the point of the workshop was to bring down the number of attempts it would take a business to be awarded a contract (it currently take a business 8-9 attempts before they are awarded their first contract).

### **Review of Action Items**

The following action items would be addressed at the next SBC meeting on June 8, 2016:

- None

### **Public Comment**

Alternate Chair Angel Carrera adjourned the meeting at 2:55 p.m.