

DGS Summary of Accomplishments

Policy

DGS is proud to announce it will soon make available to State departments a Commercially Useful Function (CUF) Evaluation Worksheet. The worksheet was developed by a focus group that included small business advocates and representatives from various state departments. In addition to the Evaluation Worksheet, DGS will also provide a set of guidelines and FAQ's to assist in its implementation.

Contracts

The Intake and Analysis Unit looks at the number of firms that can provide contract deliverables. A rule of thumb is if there are 25 or more SBs/DVBES available, they do not typically go out with a contract.

Examples: Office Supply and Maintenance Repair and Operating (MRO) Supplies Contracts. These will no longer be Statewide Contracts. The Acquisitions Branch is evaluating other contracts that may be discontinued in the near future.

Statewide Toner Cartridge Contracts (OEM and Remanufactured)- This commodity was unbundled three years ago from the office supplies contract as a way of providing more opportunity for SBs/DVBES to participate. New bids for this commodity have removed the meet or beat pricing requirement when using the off ramp to purchase off contract from SBs/DVBES.

DGS now informs the DGS Small Business Advisory Council of all proposed Statewide Contracts prior to issuance to seek advice on where unbundling opportunities may exist and whether a Statewide Contract should be created for a given commodity area. Members were given a report of all unbundled contracts at the September 4, 2013 DGS Small Business Council Meeting.

Department/Agency Visits

The Agency Secretary, DGS Director, DGS Chief Deputy, the Procurement Division Deputy Director, and the Governor's Advocate have met with the top six highest spend departments who did not meet their Fiscal Year (FY) 2011-12 SB/DVBE contracting goals. These departments included: the Air Resources Board (ARB), the California Energy Commission (CEC), CalFire, the

Department of Child Support Services, the Department of Health Care Services, and the Department of Toxic Substances Control.

DGS Outreach and CalVet have held follow-up meetings with ARB and CEC to provide a training plan, additional resources and best practices that may assist them in meeting the mandated SB/DVBE contracting goals. Future visits are anticipated for October 2014 when the FY 2013-14 Consolidated Annual Report is completed.

SB and DVBE Certifications

The Office of Small Business and DVBE Services (OSDS) extended 9,722 certifications for select businesses with certifications expiring in 2014. In addition, select businesses will also receive extensions for certifications expiring during the 2015 calendar year. Extensions are being granted in preparation for an anticipated transition to the Financial Information System for California (FI\$Cal), in the summer of 2015. FI\$Cal, a state-owned system, will become the state's integrated business management system. For more information about FI\$Cal, visit [FI\\$Cal.ca.gov](http://FI$Cal.ca.gov).

The State Auditor's in-depth testing of the DVBE certification process and practices disclosed full compliance with applicable laws and regulations. Specifically, the State Auditor selected and reviewed 60 certification decisions during FY 2012-13 to determine whether OSDS rendered the correct decision based on the evidence. The State Auditor agreed with all 60 certification decisions (State Auditor Report 2013-115, published February 2014).

In addition, OSDS has responded to applications within 30 business days from receipt since March 2011.

SB and DVBE Regulations

OSDS received SB preliminary regulatory comments from the California Department of Veterans Affairs (CalVet), the Department of Transportation (DOT), the California Department of Corrections and Rehabilitation (CDCR), and the Department of Water Resources (DWR), and DGS in May 2014. Stakeholders, including the DGS Small Business Advisory Council, were asked to provide preliminary SB regulatory comments in April 2014. The preliminary comment period provides stakeholders an opportunity to shape initial draft regulations prior to the formal rulemaking process. It is anticipated that the SB public comment period will be held no later than mid-October 2014. The DVBE Regulations were published in April 2013.