

SB/DVBE First
CALIFORNIA HIGHWAY PATROL
MIS COMM-NET MESSAGE

7-31-01

TO: ALL COMMANDERS - NECESSARY ACTION

SUBJECT: Department Policy, SB/DVBE Requirement for Purchasing & Service Contracts

GOVERNOR GRAY DAVIS RECENTLY SIGNED EXECUTIVE ORDERS D-37-01 AND D-43-01 WHICH MANDATE THAT STATE AGENCIES CONDUCT A MINIMUM OF 25 PERCENT OF THEIR ANNUAL BUSINESS WITH CERTIFIED SMALL BUSINESSES (SB) AND 3 PERCENT WITH CERTIFIED DISABLED VETERAN-OWNED BUSINESS ENTERPRISES (DVBE). THESE EXECUTIVE ORDERS WILL CHANGE THE WAY DEPARTMENTAL EMPLOYEES SECURE GOODS AND SERVICES.

ALTHOUGH CURRENT STATE AND DEPARTMENTAL POLICIES FOR COMMODITY PURCHASES OR SERVICE CONTRACTING REFLECT CONSIDERATION OF CERTIFIED SB AND DVBE VENDORS, EFFECTIVE IMMEDIATELY, COMMANDS SHALL MAKE EVERY EFFORT TO ACQUIRE GOODS OR SERVICES FROM CERTIFIED SB OR DVBE VENDORS PRIOR TO SEEKING ALTERNATE SUPPLIERS. THIS REQUIREMENT INCLUDES "X" NUMBERS AND CAL-CARD ACTIVITIES.

CERTIFIED SB AND DVBE VENDORS HAVE MET REQUIREMENTS ESTABLISHED BY THE DEPARTMENT OF GENERAL SERVICES AND POSSES A CERTIFICATION LETTER. A COPY OF THIS CERTIFICATION LETTER SHALL BE OBTAINED BY THE REQUESTER AND FORWARDED WITH THE CHP 43, PURCHASE REQUISITION OR THE CHP 78, CONTRACT REQUEST. IN THE EVENT A CERTIFIED SB OR DVBE IS NOT SUITABLE, A WRITTEN JUSTIFICATION MUST BE INCLUDED ON EITHER THE CHP 43, PURCHASE REQUISITION FOR COMMODITIES OR CHP 78, CONTRACT REQUEST FOR SERVICES.

IN ORDER TO ASSIST COMMANDS WITH IMPLEMENTATION OF THESE DIRECTIVES, A CERTIFIED BUSINESS ADVOCACY UNIT WAS ESTABLISHED WITHIN BUSINESS SERVICES SECTION (BSS). THIS UNIT IS CHARGED WITH SMALL BUSINESS ADVOCATE AND LIAISON FUNCTIONS AND, AS REQUIRED BY CURRENT LAW, IS RESPONSIBLE FOR IMPROVING SB AND DVBE ACCESS TO DEPARTMENTAL PURCHASING AND CONTRACTING OPPORTUNITIES. AN EMPLOYEE TRAINING PROGRAM IS BEING DEVELOPED AND WILL INITIALLY BE INCORPORATED INTO THE CAL-CARD TRAINING SCHEDULED FOR MID-AUGUST.