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Annual Report

Small Business Participation

Activity Highlights Fiscal Year 1996 - 1997

State of California
Pete Wilson, Governor

Department of General Services
Peter G. Stamison, Director

Prepared by
Office of Small and Minority Business

Annual Report 1996-1997
Small Business Participation

Office of Small and Minority Business

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Chapter I
OVERVIEW

Chapter I

OVERVIEW

Introduction

The Office of Small and Minority Business (OSMB) provides stimulus and business information services to further state contracting participation. The OSMB's primary responsibility is communication and access to state contracting information.

History

In 1973, by Legislative act, the Office of Small Business Procurements and Contracts was created and placed in the Department of General Services (DGS). The primary responsibility of the Office was the implementation of the Five Percent Small Business Preference Program. In 1975, the California Office of Minority Business Enterprise, the first state office founded by a grant from the U.S. Department of Commerce, became part of the DGS. The two offices were consolidated in 1981 to improve the effectiveness of their closely-related procurement activities and renamed the Small and Minority Business Procurement Assistance Division. In 1983, the Office was renamed the Office of Small and Minority Business. Through legislation the OSMB received additional responsibilities pertaining to minority, women, and disabled veteran business enterprises.

**Current
Programs**

There are nine programs within the OSMB:

	Program	Purpose	Authority
1	Small Business Certification	Certifies firms for the 5 percent bidding preference	California Government Code
2	Prompt Payment Act	Encourages expeditious invoice payment to certified small businesses and recognized nonprofit organizations	California Government Code
3	Disabled Veteran Business Enterprise (DVBE) Certification	Certifies firms for the 3 percent contracting participation goal	California Public Contract Code and California Military and Veterans Code
4	Minority, Women, and Disabled Veteran Business Enterprise (M/W/DVBE) Participation Program	Encourages participation of minority business enterprise, women business enterprise, and disabled veteran business enterprise in the state contracting process	California Public Contract Code and California Military and Veterans Code
5	Target Area Contract Preference Act (TACPA)	Stimulates state contracting opportunities in designated distressed areas	California Government Code
6	Enterprise Zone Act (EZA)	Stimulates state contracting opportunities in designated enterprise zones	California Government Code
7	California State Contracts Register (CSCR)	Daily electronic publication advertising state contracting opportunities	California Government Code
8	Other Publications	Assists state agency and business community access to state contracting information	California Government Code
9	OSMB Telephone Information System (OTIS)	Provides interactive information about our most popular services	Administratively implemented by OSMB

Chapter II
PROGRAMS

Chapter II

PROGRAMS

Introduction

The Office of Small and Minority Business (OSMB) provides stimulus and business information services to further state contracting participation. The OSMB's primary responsibility is communication and access to state contracting information. The OSMB certifies eligible small business for the State's five percent bid preference and eligible disabled veteran business enterprises for the State's three percent participation goal program. The Office publishes the daily Internet California State Contracts Register (CSCR), which announces bid information on state contracts and participating local government and special district contracts. The Office provides assistance in implementation provisions of the Small Business Procurement and Contract Act, Prompt Payment Act, Target Area Contract Preference Act (TACPA), and the Enterprise Zone Act (EZA). The OSMB is a resource to state agencies and business firms in the implementation of the State's Minority, Women, and Disabled Veteran Business Enterprise Participation Program.

Internet Access

<http://www.dgs.ca.gov/osmb>

Small Business Certification

Purpose

The State of California established a five percent small business preference program to further their participation in state contracting. Businesses must be Office of Small and Minority Business (OSMB) certified to establish program eligibility.

Description

The OSMB certifies eligible small business for the State's five percent bid preference. The preference is applied when certified small businesses bid on state contracts. The State of California's five percent small business preference program applies only to state contracts.

"Small business" means a business in which the principal office is located in California and the business' officers are domiciled in California. Further, the business must be independently owned, operated, and not dominant in its field of operation. The certification process reviews gross annual receipts for a three year period. Businesses must submit a completed Small Business and/or Disabled Veteran Business Enterprise Certification Application (STD. 812) including relevant signed federal tax returns for small business certification. Small business certification is based upon established industry group maximum dollar thresholds.

The OSMB received/reviewed approximately 6,200 small business applications for fiscal year 1996-97. The number of business firms that apply exceed those who are granted "small business" certification. In general, some firms are not certified due to their program ineligibility, and/or a firm is unresponsive to an additional information request to establish "small business" eligibility.

During 1996-97, the OSMB enhanced the new certification database, Business Information System (BIS). The implementation of management reports as well as Internet certification queries were accomplished. One of OSMB's performance measures evaluates the average number of working days, i.e. turnaround time for responding to certification applications. During 1996-97, the OSMB reduced the average number of working days by 42%, from 35 to 20 working days. We achieved and maintained our ultimate goal of a range under 30 working days and an average under 20 working days.

Toward improving small business participation during 1997/98, Peter G. Stamison, Director, Department of General Services and Lee Grissom, Secretary, Trade and Commerce Agency wrote Department Directors acknowledging Governor Wilson's support of small business and goal to increase small business contract opportunities. Included with the letter was the 1995/96 Small Business Participation Report and a request to consider:

- What actions you might take to increase small business participation in your department?
 - Would you assign a small business advocate within your organization to increase opportunities for small business participation?
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Small Business Certification, *continued*

Description, continued Responses included the following recommendations:

1. **Communicate departmental support for the Small Business Participation Program to staff as well as business partners.** Executive management support is essential for program success. Management's support, active interest, and expressed departmental expectations for the Small Business Participation Program dramatically impacts staff attitudes, implementation efforts and proactive communications. The same is true with the support, interest and expectations expressed by department management with business contracting with the department. Successful participation programs are achieved by department's openly supporting the programs by word and action.

 2. **Educate and train contracting and purchasing officials about state contract participation programs and resources as well as small business contracting concerns, thereby, enabling staff to minimize participation barriers.** The OSMB offers state agency training titled, "Implementing State Contracting Participation Programs". This training offers knowledge of applicable laws, regulations, policies, and resources. More importantly, the training addresses:
 - daily implementation realities,
 - perspectives from the various contracting partners, state agencies, businesses and the ultimate customer, the taxpayer,
 - attitudes, communication needs and styles, and
 - peer information sharing to maximize success for all partners.
 Also, the OSMB offers Internet training regarding the California State Contracts Register (CSCR) advertisement and bid package processes. The Department of General Services (DGS), Office of Legal Services offers a complimentary training course titled, "Managing Service Contracts". Additionally, the DGS, Procurement Division provides various training opportunities for state purchasing officials.

 3. **Structure your contracts to facilitate small business participation.** Knowing the business practices and small business concerns for an identified contract industry will aid agencies to minimize participation barriers in the design of contracts. The Small Business Procurement and Contract Act indicates agencies should consider issues such as:
 - appropriate business need for experience and inventory level requirements,
 - assistance with bid preparation and submission requirements and information,
 - consideration of dividing major projects into sub-projects where feasible,
 - process and specification simplification, and
 - open and complete communication of contract opportunities, requirements and procedures.
-

Small Business Certification, *continued*

Description, continued

The OSMB assists by offering:

- business and state agency workshops and training,
- publications explaining and facilitating contract participation,
- information resources accessible 24 hours, 7 days a week, and
- consultation assistance.

An event calendar is now available on the OSMB homepage.

Government agencies and non-profit organizations are encouraged to publicize their business development and contracting related events.

4. **Ensure all existing participation is reported.** Historically, the primary data source for small business participation has focused on the five percent small business bid preference. This tends to limit data gathering to prime contractor participation and lowest responsible bidder contract methods. Subcontractor/supplier participation has not been consistently reported nor prime participation on contracts where the five percent preference is not applicable.

The Office of Small and Minority Business encourages the capturing of this participation data. The Small Business Participation Report (STD 810) has been revised to include subcontractor participation. Additionally, recommended bid package language and report forms have been developed for the voluntary collection of small business participation data for 1997/98.

5. **Ensure current eligible contractors and vendors are certified.** Business participating in the state contracting program may be small business eligible, however not certified. Many departments encourage firms to become small business certified. This is key for field office activities and informal purchases. The OSMB offers to all state agencies the opportunity to cross reference their contractor database with OSMB's certification database. The OSMB will then independently or in partnership with the agency market the identified firms for small business certification.
 6. **Market to certified small businesses.** Many agencies include in their participation program community outreach such as advertisements, conference participation and workshops. Utilization of the OSMB Internet small business certified firm query reports provides state agencies the ability to identify potential small business contract participants for marketing and networking purposes. Further query report enhancements will include active links with certified firm e-mail and homepage addresses. Additionally, the OSMB is currently negotiating Internet communication channels and contract advertisement outreach based upon a subscription and advertisement profiles. All of the OSMB enhancements are planned for 1997/98.
 7. **Utilize California Multiple Award Schedules (CMAS) small businesses.** CMAS has identified participating small businesses. Consider these firms when making your purchase decisions.
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Small Business Certification, *continued*

Authority

California Government Code, Title II, Division 3, Part 5.5, Chapter 6.5, Section 14835 et seq. and California Code of Regulations, Title 2, Division 2, Chapter 3, Subchapter 8, Article 1, Section 1896, Article 2, Section 1896.2 et seq.

Internet Access

<http://www.dgs.ca.gov/osmb/sbcert.htm>

Prompt Payment Act

Purpose The Prompt Payment Act encourages expeditious invoice payment to certified small business and recognized nonprofit organizations. Typically small businesses and nonprofit organizations do not have the resources to operate without adequate cash flow. The act encourages State agencies to pay invoices promptly.

Description The Prompt Payment Act enables certified small businesses and recognized nonprofit organizations to collect penalties from state agencies if an undisputed claim was not paid within 30 days of the required payment date.

The act requires small businesses be paid a penalty of 0.25 percent of the amount outstanding per day, from the 31st day after the required payment date. The penalty applies whenever an agency fails to make timely payment on a properly executed invoice without reasonable cause. The claim must be undisputed and properly executed by the claimant.

A similar interest penalty applies to the State Controller's Office processing of invoice payments once payment is approved by the state agency.

A firm must be small business certified or recognized as a nonprofit organization to be eligible to participate in the Prompt Payment Program. The program includes the use of a rubber stamp to alert state departments a firm is a certified small business or recognized nonprofit organization. Rubber stamps are available for a fee. A written request for a rubber stamp and photocopy of the state agency contract face sheet must be submitted upon small business certification or recognition as a nonprofit organization. Upon receipt of this material, a rubber stamp and instructions are sent. Each agency recognizes the need to pay vendors in a timely manner and is responsible to take steps to ensure this happens.

Authority California Government Code, Title I, Division 3.6, Part 3, Chapter 4, Section 926.15 et seq.

Internet Access <http://www.dgs.ca.gov/osmb/ppact.htm>

Disabled Veteran Business Enterprise Certification

Purpose

The State of California established a three percent Disabled Veteran Business Enterprise (DVBE) participation goal to further their participation in state contracting. DVBEs must be Office of Small and Minority Business (OSMB) certified to establish program eligibility.

Description

California established a DVBE contracting participation goal of at least three percent.

The Law defines a disabled veteran as a United States military, naval or air service veteran with at least a ten percent service connected disability who is a resident of the State of California.

A DVBE is a business concern certified by the administering agency, the OSMB. Additionally, a DVBE must meet the following legal requirements:

- It is a sole proprietorship at least 51 percent owned by one or more disabled veterans or, in the case of a publicly owned business, at least 51 percent of its stock is owned by one or more disabled veterans; a subsidiary which is wholly owned by a parent corporation, but only if at least 51 percent of the voting stock of the parent corporation is owned by one or more disabled veterans; or a joint venture in which at least 51 percent of the joint venture's management and control and earnings are held by one or more disabled veterans.
- The management and control of the daily business operations are by one or more disabled veterans. The disabled veterans who exercise management and control are not required to be the same disabled veterans as the owners of the business concern.
- It is a sole proprietorship, corporation, or partnership with its home office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign-based business.

During 1996-97, the OSMB enhanced the new certification database, Business Information System (BIS). The implementation of management reports as well as Internet certification queries were accomplished. One of OSMB's performance measures evaluates the average number of working days, i.e. turnaround time for responding to certification applications. During 1996-97, the OSMB continued to achieve an average DVBE certification turnaround time of under ten working days.

During the 1996/97 fiscal year, the number of certified DVBEs was 668.

Disabled Veteran Business Enterprise Certification, *continued*

Authority Public Contract Code, Part 2, Division 2, Chapter 1, Article 1.5, Section 10115 et seq., California Military and Veterans Code, Article 6, Section 999 and California Code of Regulations, Title 2, Division 2, Chapter 3, Subchapter 10.5, Sections 1896.70, - 1896.85

Internet Access <http://www.dgs.ca.gov/osmb/dvbec.htm>
certified firm listing - <http://www.dgs.ca.gov/osmb/dvbe/dvbe.htm>

Minority, Women, and Disabled Veteran Business Enterprise Participation Program

Purpose

Encourages participation of minority business enterprise (MBE), women business enterprise (WBE), and disabled veteran business enterprise (DVBE) in the state contracting process.

Description

California established statewide contracting participation goals of at least fifteen percent for MBE, five percent for WBE and three percent for DVBE. Awarding departments have the discretion to include the program goals within individual contracts.

For each applicable contract, prime contractors must achieve the minimum Minority, Women, and Disabled Veteran Business Enterprise (M/W/DVBE) participation goals or demonstrate that they made a “good faith effort” to achieve participation. The law’s intent is to obtain M/W/DVBE prime or subcontractor level participation.

Should a bid be submitted with less than minimum participation, a prime contractor must make and document that they made a “good faith effort” to obtain participation.

The five legally defined “good faith effort” steps are:

- Contact was made with the awarding department to identify M/W/DVBEs.
- Contact was made with other state and federal agencies, and with local M/W/DVBE organizations to identify M/W/DVBEs.
- Advertising was published in trade papers and papers focusing on M/W/DVBEs, unless time limits imposed by the awarding department do not permit that advertising.
- Invitations to bid were submitted to potential M/W/DVBE contractors.
- Available M/W/DVBEs were considered.

Effective January 1, 1995, M/W/DVBE Utilization Plans were approved as an alternative for meeting M/W/DVBE Participation Program requirements. The Plans apply when awarding contracts for materials, supplies, or equipment, including electronic data processing and telecommunications, goods and services. The M/W/DVBE Utilization Plan Program is administered by the Department of General Services, Procurement Division.

During 1995-96, the OSMB teamed with the Department of Corrections and developed a user friendly California State Contracting Resource Packet. The “Resource Packet” provides educational and contract bidding guidance information towards the goal of more accurate and relevant program responses and bid package documentation. This project addresses numerous business plan objectives including improved client satisfaction. Currently, the “Resource Packet” is available by mail, and available on the Internet beginning in 1996-97.

**Minority, Women, and Disabled Veteran
Business Enterprise Participation Program, *continued***

Authority Public Contract Code, Part 2, Division 2, Chapter 1, Article 1.5, Section 10115 et seq., California Military and Veterans Code, Article 6, Section 999 et seq. and California Code of Regulations, Title 2, Division 2, Chapter 3, Subchapter 10.5, 1896.60 - 1986.67, 1896.90 - 1896.98

Internet Access <http://www.dgs.ca.gov/osmb/mwdvbpepp.htm>

Target Area Contract Preference Act (TACPA)

Purpose

The Target Area Contract Preference Act (TACPA) stimulates state contracting opportunities in designated distressed areas to promote economic development and employment opportunities in these areas.

Description

The Office of Small and Minority Business (OSMB) is the administering agency for the TACPA program. The State procurement system implemented TACPA provisions in 1982. TACPA provides a five percent bid preference on service and commodity contracts valued at more than \$100,000, if the business worksite is located in a distressed area as designated by the Office of Planning and Research. TACPA bid preferences are excluded from construction and other contracts where the State designates the worksite.

The TACPA allows the five percent worksite bid preference to California based companies when 50% of the labor for commodities contracts and all of the labor for services contracts are performed at the approved worksite(s). TACPA worksites may be in, or directly adjacent to and forming a contiguous boundary with the distressed area. California based companies that are awarded State contracts based on their claimed preferences must certify under penalty of perjury that no less than the required percent of labor to perform the contract shall be accomplished at the approved worksite(s).

Additionally, the TACPA includes a 1 to 4 percent workforce preference by certifying to hire a specified percent of employees from "eligible persons", i.e. those with a high risk of unemployment as designated by the Employment Development Department, during the contract.

Awarding State agencies are responsible for including in contract solicitation packages bid and contract language requiring compliance with TACPA, and for monitoring contract compliance for awards based on a preference.

Authority

California Government Code, Title I, Division 5, Chapter 10.5 Section 4530 et seq. and the California Code of Regulations Title 2, Division 5, Chapter 3, Subchapter 9, Article 1 Section 1896.30 - 1896.41.

Internet Access

<http://www.dgs.ca.gov/osmb/tacpact.htm>

Enterprise Zone Act (EZA) formerly Employment and Economic Incentive Act (EEIA)

Purpose The Enterprise Zone Act (EZA) stimulates state contracting opportunities in designated enterprise zones to promote economic development and employment opportunities in these zones.

Description The Office of Small and Minority Business (OSMB) is the reviewing agency for the EZA program. The EZA provides bid preferences on service and commodity contracts valued at more than \$100,000 if the business worksite is located in enterprise zones as designated by the State Trade and Commerce Agency. EZA bid preferences are excluded from construction and other contracts where the State designates the worksite.

The EZA allows the five percent worksite bid preference to California based companies when 50% of the labor for commodities contracts and all of the labor for services contracts are performed at the approved worksite(s) in the enterprise zone. When a California based company is awarded the contract based on their claimed preferences, the company must certify under penalty of perjury that no less than the required percent of labor to perform the contract shall be accomplished at the approved worksite.

Additionally, the EZA includes a 1 to 4 percent workforce preferences by certifying to hire a specified percent of the workforce from a targeted employment area, or from enterprise zone eligible employees.

Awarding State agencies are responsible for including in contract solicitation packages bid and contract language requiring compliance with EZA and for monitoring contract compliance for awards based on a preference.

Authority California Government Code, Title I, Division 5, Chapter 12.9 Section 7080 et seq.

Internet Access <http://www.dgs.ca.gov/osmb/eeiact.htm>

California State Contracts Register

Purpose	The <i>California State Contracts Register</i> (CSCR) advertises state construction, service, and commodity opportunities.
Description	<p>The Office of Small and Minority Business (OSMB) publishes the daily electronic CSCR which announces bid information on state construction, service, and commodity contracting opportunities. State law requires agencies to advertise their construction and service contracting opportunities of \$1,000 or more in the CSCR. Commodity contracting opportunities are advertised at a state agency's discretion.</p> <p>Annually, state agencies advertise over 10,000 contracting opportunities listed within 20 contract categories. Each advertisement contains key contract information, the contact agency/person for assistance and the ability to obtain a full solicitation package. Those contracts exempted from advertising in the CSCR are also listed for public review.</p> <p>Assembly Bill 341 (Chapter 374, Statutes of 1991) initiated progress payment publication in the CSCR. The construction progress payment publication facilitates payment information to impacted subcontractors.</p> <p>The CSCR is available to the business community on the Internet. Additionally, public access is available through libraries and business development centers with Internet access, as well as alternative access publications.</p> <p>July 1995, the OSMB published the daily Internet CSCR as well as a weekly paper copy. After a six month transition, the private sector assumed paper publication of state contracting opportunities. January 1996, the CSCR became an Internet only publication. This allowed the CSCR to reduce production cost by 50%, eliminate a subscription fee and transition from a bimonthly, to a weekly, and ultimately a daily publication. Additionally, the Internet CSCR offers state agencies the ability to submit advertisements electronically and reduce the state contracting cycle by approximately three weeks. January 1997, the CSCR began offering electronic solicitation packages for viewing and downloading. This project addresses numerous business plan objectives including improved client satisfaction and reduced cost to the taxpayer. The Internet CSCR establishes a corner stone for future electronic commerce projects.</p>
Authority	California Government Code, Title 2, Division 3, Part 5.5, Chapter 6, Section 14825.
Internet Access	http://www.dgs.ca.gov/osmb/cscr.htm Publication Table of Contents- http://www.dgs.ca.gov/osmb/cscr/cscrtoc.htm

Other Publications

Purpose

The Office of Small and Minority Business (OSMB) offers a variety of publications and informational documents to assist state agency and business community access to state contracting information.

Description

Annually, the OSMB receives over 20,000 telephone or written information requests. The OSMB publishes the following documents on the Internet for immediate access. The California State Contracting Resource Packet and the Disabled Veteran Business Enterprise (DVBE) Certified Firm List are currently available in paper form as well.

State Contracting Officials Directory - The State Contracting Officials Directory lists contracting officials for approximately 170 state agencies. The directory assists access to state contracting information and marketing of firms with state agency staff.

California State Contracting Resource Packet - The California State Contracting Resource Packet provides a listing of government agencies, organizations, and advertising sources to facilitate business community outreach to obtain state contracting small and M/W/DVBE participation.

Disabled Veteran Business Enterprise (DVBE) Certified Firm List - The OSMB publishes a certified listing. State agencies and prime contractors utilize the listing for outreach and certification verification.

Small Business Certified Firm List - The OSMB publishes a certified listing. State agencies and prime contractors utilize the listing for outreach and certification verification.

<http://www.dgs.ca.gov/osmb>

Authority

California Government Code, Title 2, Division 3, Part 5.5, Chapter 6.5, Section 14839.

OSMB Telephone Information System (OTIS)

Purpose

The Office of Small and Minority Business (OSMB) provides business information services to further participation in state contracting. The OSMB Telephone Information System (OTIS) provides interactive information to our most popular services.

Description

OTIS provides the client with selection choices on program overview narratives, OSMB Internet Access, mailing requests, and OSMB certification processes. OTIS received over 55,000 calls on:

- Small Business Certification
- Disabled Veteran Business Enterprise (DVBE) Certification
- Minority/Women/Disabled Veteran Business Enterprise (M/W/DVBE) Participation Goal Programs
- California State Contracts Register (CSCR)

OTIS allows the clients to record their names and addresses to receive program information. Annually, OTIS receives over 14,000 mailing requests including:

- Small business certification applications
 - DVBE certification applications
 - California State Contracting Resource Packet
 - Certified DVBEs list
 - OSMB Internet Access
-

Authority

Administratively implemented by the OSMB

Chapter III

STATISTICS

Small Business Participation Report FY 96/97

Department	Total Contracting Dollars	Small Business Dollars	Small Business Percentage
ADMINISTRATIVE LAW, OFFICE OF	\$31,523.00	\$20,023.00	63.5%
AGING, DEPARTMENT OF	\$665,345.00	\$12,204.00	1.8%
AGING, CA COMMISSION ON	\$0.00	\$0.00	N/A
AIR RESOURCES BOARD, CALIF	\$19,360,687.00	\$3,474,178.00	17.9%
ABC APPEAL BD	\$0.00	\$0.00	N/A
ALCOHOL & DRUG PROGRAMS	\$1,314,690.00	\$30,207.00	2.3%
ALCOHOL BEVERAGE CONTROL, DEPT OF	\$406,499.00	\$111,926.00	27.5%
ARTS COUNCIL, CALIFORNIA	\$67,517.00	\$20,937.00	31.0%
BANKING DEPARTMENT, STATE	\$720,808.00	\$91,053.00	12.6%
BOATING & WATERWAYS, DEPARTMENT OF	\$937,646.00	\$691,632.00	73.8%
BUILDING STANDARDS COMM, CA	\$4,999.00	\$0.00	0.0%
BUSINESS, TRANS & HOUSING AGENCY	\$221,522.00	\$8,054.00	3.6%
CHILD DEVELOPMENT PROGRAMS ADVISORY COMM	\$120,635.00	\$2,872.00	2.4%
COASTAL COMMISSION, CALIFORNIA	\$281,373.00	\$79,615.00	28.3%
COASTAL CONSERVANCY, STATE	\$214,976.00	\$39,655.00	18.4%
COLORADO RIVER BOARD OF CALIF	\$50,209.00	\$0.00	0.0%
COMMUNITY SERVICES & DEVELOPMENT, DEPT OF	\$568,631.00	\$70,509.00	12.4%
CONSERVATION CORPS, CALIFORNIA	\$9,455,188.00	\$621,476.00	6.6%
CONSERVATION, DEPARTMENT OF	\$3,827,812.00	\$166,932.00	4.4%
CONSUMER AFFAIRS, DEPARTMENT OF	\$32,922,939.00	\$521,824.00	1.6%
CONTROL, STATE BOARD OF	\$1,103,190.00	\$147,967.00	13.4%
CORRECTIONS, DEPARTMENT OF	\$602,206,796.00	\$36,748,017.00	6.1%
CRIMINAL JUSTICE PLANNING, OFFICE OF	\$221,869.00	\$11,992.00	5.4%
CSU - SYSTEM	\$422,575,581.00	\$80,761,335.00	19.1%
DEVELOPMENTAL SERVICES, DEPARTMENT OF	\$47,944,245.00	\$9,366,030.00	19.5%
EDUCATION, DEPARTMENT OF	\$19,385,650.00	\$643,324.00	3.3%

Small Business Participation Report FY 96/97

Department	Total Contracting Dollars	Small Business Dollars	Small Business Percentage
EMERGENCY MEDICAL SERVICES AUTHORITY	\$243,752.00	\$12,060.00	4.9%
EMERGENCY SERVICES, OFFICE OF	\$8,494,797.00	\$415,406.00	4.9%
EMPLOYMENT DEVELOPMENT DEPARTMENT	\$108,156,099.00	\$1,858,421.00	1.7%
ENVIRONMENTAL HLTH HAZ ASSESS, OFF	\$352,901.00	\$17,024.00	4.8%
EQUALIZATION, BOARD OF	\$20,005,793.00	\$818,043.00	4.1%
FAIR EMPLOYMENT & HOUSING, DEPT OF	\$788,152.00	\$236,267.00	30.0%
FAIR POLITICAL PRACTICES COMM	\$231,941.00	\$106,604.00	46.0%
FINANCE, DEPARTMENT OF	\$827,559.00	\$171,112.00	20.7%
FISH & GAME, DEPARTMENT OF	\$13,610,341.00	\$1,868,646.00	13.7%
FOOD & AGRICULTURE, DEPARTMENT OF	\$8,718,249.00	\$718,719.00	8.2%
FORESTRY & FIRE PROTECTION, DEPT OF	\$44,632,406.00	\$10,509,955.00	23.5%
FRANCHISE TAX BOARD	\$39,411,546.00	\$2,577,415.00	6.5%
GENERAL SERVICES*, DEPARTMENT OF	\$591,496,502.00	\$126,042,020.00	21.3%
HEALTH & WELFARE AGENCY DATA CENTER	\$78,153,036.00	\$12,029,130.00	15.4%
HEALTH PLANNING & DEVELOPMENT, STATEWIDE	\$3,871,015.00	\$284,323.00	7.3%
HEALTH SERVICES, DEPARTMENT OF	\$63,547,291.00	\$1,087,270.00	1.7%
HIGHWAY PATROL, CALIFORNIA	\$14,740,824.00	\$3,147,815.00	21.4%
HORSE RACING BOARD, CALIFORNIA	\$4,544,566.00	\$32,048.00	0.7%
HOUSING & COMMUNITY DEVELOPMENT, DEPT OF	\$1,856,078.00	\$335,825.00	18.1%
INDUSTRIAL RELATIONS, DEPARTMENT OF	\$3,060,343.00	\$538,899.00	17.6%
INTEGRATED WASTE MANAGEMENT BOARD, CA	\$7,827,195.00	\$266,171.00	3.4%
JUSTICE, DEPARTMENT OF	\$37,173,680.00	\$3,613,113.00	9.7%
LANDS COMMISSION, STATE	\$2,140,835.00	\$63,586.00	3.0%
LITTLE HOOVER COMMISSION	\$101,208.00	\$79,162.00	78.2%
LOTTERY COMMISSION, CALIFORNIA STATE	\$150,164,144.00	\$6,493,465.00	4.3%
MANAGED RISK MEDICAL INSURANCE BOARD	\$149,588.00	\$15,865.00	10.6%

Small Business Participation Report FY 96/97

Department	Total Contracting Dollars	Small Business Dollars	Small Business Percentage
MEDICAL ASSISTANCE COMMISSION, CA	\$22,530.00	\$4,232.00	18.8%
MENTAL HEALTH, DEPARTMENT OF	\$41,373,033.00	\$8,321,288.00	20.1%
MILITARY DEPARTMENT	\$5,710,323.00	\$1,868,575.00	32.7%
PARKS & RECREATION, DEPARTMENT OF	\$23,655,510.00	\$3,192,195.00	13.5%
PEACE OFFICER STANDARDS & TRAINING	\$8,229,738.00	\$81,690.00	1.0%
PERSONNEL ADMINISTRATION, DEPT OF	\$6,132,070.00	\$466,085.00	7.6%
PERSONNEL BOARD, STATE	\$3,323,820.00	\$126,410.00	3.8%
PESTICIDE REGULATION, DEPARTMENT OF	\$1,656,628.00	\$212,011.00	12.8%
POSTSECONDARY EDUCATION COMMISSION, CA	\$42,761.00	\$23,732.00	55.5%
PRISON INDUSTRY AUTHORITY	\$43,187,759.00	\$7,629,091.00	17.7%
PRISON TERMS, BOARD OF	\$673,534.00	\$19,004.00	2.8%
PUBLIC DEFENDER, STATE	\$1,007,229.00	\$35,110.00	3.5%
PUBLIC EMPLOYEES' RETIREMENT SYSTEM	\$94,950,070.00	\$1,787,792.00	1.9%
PUBLIC EMPLOYMENT RELATIONS BOARD	\$173,091.00	\$29,619.00	17.1%
PUBLIC UTILITIES COMMISSION, CALIF	\$18,651,994.00	\$1,475,901.00	7.9%
REAL ESTATE, DEPARTMENT OF	\$909,764.00	\$25,782.00	2.8%
REHABILITATION, DEPARTMENT OF	\$4,666,626.00	\$1,415,601.00	30.3%
SAN FRANCISCO BAY CONSERVATION & DEVELOP	\$14,284.00	\$5,456.00	38.2%
SECRETARY OF STATE	\$4,819,938.00	\$956,508.00	19.8%
SOCIAL SERVICES, DEPARTMENT OF	\$10,150,914.00	\$1,433,695.00	14.1%
STATE AND CONSUMER SERVICES AGENCY	\$2,035.00	\$2,035.00	100.0%
STUDENT AID COMMISSION, CALIF	\$58,289,401.00	\$307,596.00	0.5%
SUMMER SCHOOL FOR THE ARTS	\$813,387.00	\$0.00	0.0%
TAHOE CONSERVANCY, CALIF	\$206,389.00	\$14,376.00	7.0%
TEACHERS' RETIREMENT SYSTEM, STATE	\$4,917,774.00	\$1,044,130.00	21.2%
TEALE DATA CENTER, STEPHEN P	\$31,273,903.00	\$491,409.00	1.6%

Small Business Participation Report FY 96/97

Department	Total Contracting Dollars	Small Business Dollars	Small Business Percentage
TOXIC SUBSTANCES CONTROL, DEPT OF	\$15,717,995.00	\$741,912.00	4.7%
TRADE & COMMERCE AGENCY, CALIFORNIA	\$7,008,317.00	\$2,947,850.00	42.1%
TRANSPORTATION, DEPARTMENT OF	\$681,336,017.00	\$66,168,580.00	9.7%
TRANSPORTATION COMMISSION, CALIF	\$0.00	\$0.00	N/A
TREASURER, STATE	\$1,722,875.00	\$54,482.00	3.2%
UNEMPLOYMENT INSURANCE APPEALS BOARD	\$919,438.00	\$166,693.00	18.1%
VETERANS AFFAIRS, DEPARTMENT OF	\$7,956,135.00	\$1,345,275.00	16.9%
WATER RESOURCES CONTROL BOARD, STATE	\$15,669,753.00	\$490,453.00	3.1%
WATER RESOURCES, DEPARTMENT OF	\$68,110,464.00	\$7,535,919.00	11.1%
WILDLIFE CONSERVATION BOARD	\$1,751,274.00	\$45,045.00	2.6%
YOUTH AUTHORITY, CALIFORNIA	\$26,398,983.00	\$1,958,885.00	7.4%
	\$3,560,355,927.00	\$419,404,543.00	11.8%

Small Business Participation Report by DGS FY 96/97

Department	Total Contracting Dollars	Small Business Dollars	Small Business Percentage
DGS - ADMINISTRATIVE HEARINGS	\$2,150,950	\$340,791	15.8%
DGS - ARCHITECT, DIVISION OF THE	\$28,089,611	\$4,359,358	15.5%
DGS - BUILDINGS & GROUNDS	\$7,943,713	\$836,520	10.5%
DGS - ENERGY ASSESSMENTS	\$2,490,047	\$216,878	8.7%
DGS - EXECUTIVE OFFICE	\$447,665	\$79,452	17.7%
DGS - FISCAL SERVICES	\$2,955,294	\$14,853	0.5%
DGS - FLEET ADMINISTRATION	\$6,755,813	\$810,637	12.0%
DGS - HUMAN RESOURCES	\$166,239	\$28,397	17.1%
DGS - INFORMATION SERVICES	\$3,753,647	\$1,356,995	36.2%
DGS - LEGAL SERVICES	\$140,619	\$7,542	5.4%
DGS - PRINTING, STATE	\$8,251,825	\$1,674,061	20.3%
DGS - PROCUREMENT DIVISION	\$439,633,287	\$109,316,153	24.9%
DGS - PROJECT DEVELOPMENT & MANAGEMENT	\$60,947,785	\$6,781,236	11.1%
DGS - PUBLIC SCHOOL CONSTRUCTION	\$266,210	\$480	0.2%
DGS - REAL ESTATE & DESIGN	\$21,104,444	\$7,988	0.0%
DGS - RISK & INSURANCE MANAGEMENT	\$746,971	\$51,291	6.9%
DGS - SMALL & MINORITY BUSINESS	\$129,214	\$16,351	12.7%
DGS - TELECOMMUNICATIONS DIVISION	\$5,523,169	\$143,037	2.6%
	\$591,496,502	\$126,042,020	21.3%

Small Business Participation by Agency FY 96/97

Agency	Total Contract	Total Small Business Contract	Small Business Contract %
BUSINESS TRANSPORTATION AND HOUSING	\$731,465,415.00	\$70,380,444.00	9.6%
CALIFORNIA STATE UNIVERSITY	\$422,575,581.00	\$80,761,335.00	19.1%
ENVIRONMENTAL PROTECTION	\$60,585,159.00	\$5,201,749.00	8.6%
HEALTH AND WELFARE	\$361,574,115.00	\$36,087,431.00	10.0%
OTHER	\$413,302,318.00	\$28,191,033.00	6.8%
RESOURCES	\$166,747,872.00	\$24,770,902.00	14.9%
STATE AND CONSUMER SERVICES	\$767,817,837.00	\$132,337,893.00	17.2%
TRADE AND COMMERCE	\$7,008,317.00	\$2,947,850.00	42.1%
YOUTH AND ADULT CORRECTIONAL	\$629,279,313.00	\$38,725,906.00	6.2%
Totals	\$3,560,355,927.00	\$419,404,543.00	11.8%