Veterans Services Division

Date: May 20, 2015	Time: 1:00 pm to 4:00 pm	Meeting Location: Executive Dining Room, DGS
Type of meeting	Small Business(SB)/Disabled Veteran Business Enterprise (DVBE) Advocates Meeting	
Attendees	<u>Participants</u> Advocates – 34 Advocates on Teleconference – 23 <u>California Department of Veterans Affairs (CalVet)</u> Keith Boylan, Deputy Secretary, Veterans Services <u>California Department of General Services (DGS)</u> Angel Carrera, Chief, Certification and Outreach, Procurement Division Tanya Little, Manager, Business Development Danetta Jackson, Manager, Outreach, Procurement Division	

Topics Covered In Meeting

<u>Welcome</u>
Michael Aguillio opened the meeting and asked everyone to introduce him or herself. The computer specialist read the list of advocates online to the workshop participants.

<u>Mentor Program</u>
Four new Advocates requested and assigned mentors.

<u>Keith Boylan, Deputy Secretary, CalVet</u>
Mr. Boylan reaffirmed CalVet's role in assisting Advocates with their challenges and barriers. In 2015, CalVet will again be sending our surveys to address Advocate's issues.
Last Year's SB/DVBE Advocates survey clearly indicated that the Advocates wanted a certification procedure. As a result, the Advocates Steering Committee improved the mentor program and trained 16 ne Advocates in the last year. The mentor program has been enhanced by the development of an Advocates Boot Camp which will be one day class. When the Advocates complete the mentorship, Advocate Boot Camp and the CalPCA Basic Acquisition Course, the Advocate will be certified.
The 2nd Annual CalVet Disabled Veterans Business Enterprise (DVBE) Veterans Business Forum will be held on Oct 27, 3015 at Long Beach State University. Advocates that need assistance with travel justification can contact Bob Beamer to request a letter from CalVet addressed to their Agency Director. An Advocate pointed out that the letter never goes to their managers. Mr. Boylan instructed the Advocates to include in their letter request the name and address of their manager that makes the travel decision.

<u>Angel Carrera, Chief, Outreach and Communications, DGS</u>
Mr. Carrera stated that the mission of the Advocates is to meet and exceed Small Business (SB)/DVBE participation goals. His role is to insure that all advocates receive Top down support at all of the agencies. He restated that Advocates should feel free to contact him at any time that they need assistance.
The Small Business Advisory Council will be meeting on June 11, 2015 from 1:00pm to 2:30pm at DGS in the Executive Dining Room. All Advocates are encouraged to attend. At that meeting, the Council will be unveiling a Dash Board Application that simplifies the Annual Statewide Consolidated SB/DVBE Participation Report. It will list all of the agencies with a red, yellow or green indicator: Red means agency did not meet either goal, yellow means it met one goal, and green means it met both goals.
DGS has posted Webinar on the Annual Statewide Consolidated Report that includes:

- Training on filling out the report
- Frequently Asked Questions

Classroom training will not be provided.

<u>Theresa Snider, Advocate, California Department of Public Health</u>
<u>Mission</u>
Dedicated to optimizing the health and well-being of the people of California.
<u>Vision</u>
Healthy individuals and families in healthful communities.
Ms. Snider explained the agencies organizational structure and how it protects the state from infectious diseases. For more information on how the Department of Health operates and their SB/DVBE program's best practices, see the attached pdf.

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Susan Sudmann, Manager FI$CAL, DGS

FI$Cal announced earlier this month that the go-live date for statewide procurement functionality has been shifted from summer 2015 to December 2015. Statewide procurement functionality includes the existing BidSync eProcurement functionality; California State Contracts Register (CSCR), the State Contracting and Procurement Registration System (SCPRS), Small Business/Disabled Veteran Business Enterprise (SB/DVBE) certification, searching for certified SB/DVBEs and searching for Leveraged Procurement Agreements (LPAs). Users should continue to use the BidSync eProcurement system until implementation of the same functionality is available in FI$Cal.

This extended timeline will result in a new enhanced procurement portal for state customers, vendors and the public that will include a responsive design for ease of use on smart phones and tablets. In the upcoming months the Department of General Services and FI$Cal will continue to work together on the development of the policies and procedures needed to support reengineered business processes, enhancements to end-user training, and additional outreach to users.

For questions regarding this notification, please contact:
The Office of Policies, Procedures and Legislation
PPO@dgs.ca.gov

Tonia Burgess, Customer Liaison, DGS and Danetta Jackson, Manager Outreach, DGS

DGS is responsible for conducting "Training Assistance Visits" with agencies that do not meet their SB/DVBE participation goals. One section of the "Training Assistance Visit" is to present an overview of the SB/DVBE Advocates program for the agencies' Executive Management. The presentation insures that the agency is aware of all aspects of the program and the Advocates role. The presentation included the laws and regulations that relate to the program such as the role of the Advocate, the Small Business Preference, and the SB/DVBE Option. Also, the presentation reviews the "Best Practices" of agencies that are successful in the program. DGS wanted present this to the Advocates to educate the Advocates of what happens in a "Training Assistance Visit" and to get feedback on the details of the presentation. Overall, the presentation generated a lot of questions and debate on the details of the program.

Tanya Little, Business Development Manager DGS

The Department of General Services, Procurement Division (DGS/PD), Business Development Program debuts its new web page, a resource for businesses and departments.

The web page provides businesses with information about doing business with California, green business programs, and other resourceful links.

The web page also includes a customer feedback survey to assist the Business Development Program in recognizing successes and identifying opportunities to enhance the program. Businesses are also encouraged to complete the voluntary demographic survey to support outreach activities.

The Business Development Program will debut its first business collaboration award at the 2016 State Agency Recognition Awards (SARA) event. The award will go to a prime contractor, certified Disabled Veteran Business Enterprise (DVBE) or Small Business (SB) contractor, and state agency for their collective contracting success with California's certified businesses.

Awardees will be judged based on prime contractors', certified businesses', and awarding departments' success stories submitted to the program related to DVBE and SB contracting achievements between July 2014 and June 2015.

Steering Committee Updates

Michael Aguillio stated the two objectives for the Steering Committee in FY 2014/2015:

- Double the number of Advocate Mentors from 9 to 18 - Started with 9 Recruited 5, Graduated 4, Total 18, Retired 2 Maureen Moss and Lorie Hall, Currently 16 mentors
- Currently 16 mentees in program with mentors
- Conduct an Advocate Boot Camp in 2015
- Michael requested all new Advocates sign up for the program
- Several Advocates signed up to conduct presentations for the next meeting.

The SB/DVBE Workshop talked about the challenges of meeting the first goal. The current mentors will train all of mentees to a level where they can become a mentor. In addition, the Steering Committee will continue to discuss mentorship with seasoned SB/DVBE Advocates.

Robert Beamer and Michael Aguillio meet with Joseph Watkins of the California Procurement and Contracting Academy (CAL-PCA) to discuss their

Upcoming SB/DVBE Events

July 14, 2015 – Los Angeles Mayor's Veteran Business Summit, Los Angeles
August 12, 13, 2015 – California Construction EXPO, Long Beach
August 19-21, 2015 - Elite SDVOB National Conference, Long Beach
August 25, 26, 2015 – Navy Gold Coast, San Diego
November 4, 2015 – 5th annual SWVBRC Veteran Business Conference

Open Forum Closing

Agenda Item – How will SB 854 Public Works affect the SB/DVBE Advocates
FI$Cal Training Available

Next Meeting :September 23, 2015, DGS, Executive Dining Room	
Discussion	The following topics will be discussed at the next meeting
Bob Beamer	Mentor Program
Molly Lovett	Agency Report OBAS
Tanya Little	Vendors program
Charles Devoe	Public Labor Laws and their impact
Date and time:	September 23, 2015 – 1:00 pm to 4:00 pm

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Action Items	Person Responsible	Deadline
Advocates will review the Advocates Toolkit on the DGS Webpage and be prepared to make recommendations for the Advocates Boot Camp	All	September 23, 2015
Advocates will update their website to insure “How to do Business” with their department is on their homepage.	All	September 23, 2015