

# Advocate Workshop

## Meeting Minutes

January 29, 2014

Executive Dining Room - DGS

**Attendees:** 32 in attendance.

**Welcome:** Michael Aguilio – DGS. Meeting is broadcast via webinar/conference call in.

### **Topics:**

1. Mentoring of Advocates: Maureen Moss

Maureen explained the value and benefits to Advocates of having a “seasoned” Advocate as a mentor for completing contracts and procurement requirements. An information sheet was distributed for the Advocates to fill out and return to Maureen in order to best fit potential mentors with the appropriate Advocate. The information sheets will be reviewed by the Steering Committee at the February 5, 2014 Steering Committee meeting.

2. FI\$CAL Update Kelly Holtz

Kelly explained that FI\$CAL is in the testing phase for Wave 1 departments and they are currently testing the functionality, interface and converging, and security protocols. State Departments are being tasked with doing internal testing of FI\$CAL implementations. FI\$CAL is training coaches and Department managers to develop training courses for department personal. Some departments are becoming subject matter experts and will be available to train department staff in future waves.

Wave 2 will be DGS in 2015; Wave 3 will be State Controller 2016; Wave 4 will be remaining departments 2017.

### 3. CalVet Deputy Secretary Remarks

Keith Boylan

Keith Boylan presented an overview of the Veteran Service Division at CalVet and explained CalVet has a mission to match DVBE vendors with state agencies contract and procurement dollar and participation needs and goals. Mr. Boylan acknowledged there is often a lack of support for Advocates “from the top down,” and indicated his role is to help get the support for training and travel the Advocates would benefit from to achieve program goals. State agencies can request a list of DVBEs in their area and the DVBE Outreach team will help generate a list.

Mr. Boylan explained there is a changing demographic amongst Veterans and how the large group of Vietnam veterans that dominate the DVBE vendor pool is slowly changing to more Iraq/Afghanistan veterans – a younger population. Mr. Boylan indicated CalVet is facing the challenge of finding DVBEs as workers and connecting veterans with jobs. There are a lot of non-profit veteran organizations that may add to the difficulty of helping veterans. The new CalVet Connect web pages are designed to help veterans connect with stakeholders.

### 4. DVBE Outreach Chief Remarks

Angel Carrera

Angel Carrera explained the new pilot program at DGS for RESD outreach to DVBE vendors and suppliers, and introduced the new staff members Yolanda Hazelwood and Cecile Rowe. Since RESDI does the bulk of the purchasing: ‘As RESDI goes - so goes DGS.’ Mr. Carrera indicated DGS is preparing new training for Advocates on how to conduct effective outreach. Mr. Carrera added:

- a. Advocates should look into “unbundling” contracts to make portions more accessible to Small Business and DVBEs,
- b. DGS will be visiting state agencies that are not meeting their participation goals as outlined in the SB/DVBE program, with ‘improvement plans’ to implement.
- c. DGS emphasizes the importance to Advocates to attend these Workshops
- d. Agency Advocates need to make sure on your Department’s home web page access to the SB/DVBE Advocate is just two clicks away,
- e. Agency Advocates need to convey to their Directors the participation contracting and procurement goals and spending results.
- f. DGS Procurement Division is always available to help you the Advocates.

5. Program Abuse

Tanya Little

Tanya Little explained when contractors call to complain about vendor abuse on contracts, it is the Advocates responsibility to investigate the claim. The Advocate is responsible for assembling all the documentation pertinent and relative to the contract and sending to DGS. Nina Martinez detailed an investigation she recently completed and offered help to any Advocates not familiar with the investigative and documentation process. Ms. Little submitted it is the Primes responsibility to report to the Advocate any and all payments to SB/DVBEs within 60 days. Questions concerning pass through vendors and CUF language were answered by Ms. Little who clarified that as long as a vendor takes "title" to the goods, then it is not a pass through company. An inventory is not required.

6. DVBE Substitution

Diane Alfaro

Diane Alfaro presented the protocols required when a Prime contractor wishes to substitute one DVBE for an alternative DVBE on a contract. Ms. Alfaro explained there are many forms required by the awarding department to be completed and submitted to DGS. If the Prime cannot find a DVBE, they may request to use a Small Business instead.

7. Advocate Steering Committee Updates

Nina Martinez

Nina Martinez reported the new Steering Committee Operating Guidelines have been approved as of January 28, 2014. The guidelines were reviewed by the Committee and DGS management. The new Membership Application is available for interested Advocates. The Steering Committee is reviewing training courses through the PCA to recommend to Advocates.

8. DGS - Upcoming Outreach Events

Wayne Gross

- February 20 Business Matchmaking Oakland
- March 26 CalTrans San Diego
- March 27 Transportation summit Bakersfield
- April 8 CalTrans Public Health Sacramento
- May 12-13 Keeping The Promise Long Beach

9. eProcurement Vendor Database Update

John Anderson

**Postponed**

10. Next Advocate Workshop:

2014 1:00 - 4:00 pm DGS.