

CalVet Veterans Services Division

Minutes		
Date: 5/28/2014	Time: 1:00 pm – 4:00 pm	Meeting Location: Auditorium, Department of General Services, West Sacramento, CA
Type of meeting	Small Business/Disabled Veteran Business Enterprise Advocates Workshop	
Attendees	<p><u>Participants</u> Advocates – 36 Advocates on Teleconference – 11</p> <p><u>California Department of Veterans Affairs (CalVet)</u> Keith Boylan, Deputy Secretary Veterans Services Angela Yamamoto, Operations Manager, Veterans Services Stewart Mackenzie, Special Programs Manager, Veterans Services</p> <p><u>California Department of General Services (DGS)</u> Angel Carrera, Chief, Certification and Outreach, Procurement Division Tanya Little, Manager, Certification Team, Procurement Division Danetta Jackson, Manager, Outreach and Communications, Procurement Division Carol Bangs, Specialist, EDP Acquisitions</p>	
Topics Covered In Meeting		
<u>Welcome</u>		
Michael Aguillo opened the meeting and explained how the meeting teleconferencing would work. He asked everyone to introduce themselves for the teleconference participants when they were speaking.		
<u>Deputy Secretary of Veterans Services</u>		
Keith Boylan stated that CalVet was impressed with the response of all the Advocates to the mentoring program. CalVet can assure agency managers that their SB/DVBE Advocates are trained and able to make immediate contributions to their programs.		
<u>SB/DVBE Advocates Steering Committee</u>		
Robert Beamer read the following statement: "The recent release of the California State DVBE Audit called for the California Department of Veterans Affairs (CalVet) to take a more active role in coordinating with awarding departments and their respective advocates. With the State Auditor's recommendations in mind, CalVet and the Department of General Services (DGS) have decided to restructure the Advocates Steering Committee. As of Friday, March 14, 2014, the current Steering Committee positions of Chairperson and Co-chairperson were dissolved. We would like to thank Nina Martinez, from the California Department of Corrections and Rehabilitation, for her work as the current Steering Committee Chairperson. Nina will continue as a valued member of the Steering Committee. As a result, the SB/DVBE Advocates Steering Committee has changed from an Advocate Co-Chair model to a facilitation model lead by CalVet and DGS staff and management." There were no questions on this announcement.		
<u>Mentor Program</u>		
Maureen Moss from the SB/DVBE Advocates Steering Committee presented an update on the Mentor program. The mentor encourages Advocates to: 1) Share program information, 2) Develop working relationships, and 3) Obtain required participation goals. There are currently 12 mentors working with advocates and four mentors have completed training since the last workshop in January. Ms. Moss stated that one of the toughest tasks an Advocate has is the Annual Report on SB/DVBE participation. Earlier this month, DGS provided training on the FY14-15 Annual Report. There is no additional training scheduled. She suggested if you want to get off to a fast start on your annual plan, you could do the Voluntary Statistical Data now. The Annual Report is due on August 1, 2014. At each advocate workshop, the Steering Committee will highlight either advocate questions or areas from the mentor's checklist. This month's questions were:		
<ul style="list-style-type: none"> • Question: How do you make certain the vendors are being rotated? • Answer: Research! Check your State Contracting & Procurement Registration System (SCPRS) data or agency database and talk to the Contract Managers when a contract expires or a solicitation is ready to be posted. • Question: If the prime contractor has a sub-contractor, do you know what area in your department tracks this information? How can the advocate get prepared for this new fiscal year requirement? • Answer: Again, check you SCPRS data and any other database your department maintains. Advocates may want to consider using the new DGS form or developing an Excel spreadsheet to track the Primes' quarterly report. 		
<u>Agency Report, Department of Water Resources, Lorie Hall</u>		
Lorie Hall has been the SB/DVBE Advocate at the California Department of Water Resources (DWR) since August 2001 and has recently announced her retirement. The Steering Committee requested Ms. Hall attend the meeting and talk about her career as an Advocate. The following is an outline of her presentation. For more details, see the attachment DWR – Lorie Hall.		
General overview of DWR was provided.		
Historic information about the DWR SB/DVBE program and its implementation was provided.		
The SB/DVBE Advocate is vital to CA's economy		
<ul style="list-style-type: none"> • Small business is the backbone of CA's economy • Pre-recession employed 50% of the workforce and comprised 95% of all businesses in CA • Supporting small business helps local economies • Advocates should be passionate because they really do make a difference to SB/DVBE vendors. 		
DWR spent a billion dollars in the last five years.		
<ul style="list-style-type: none"> • \$348 million SB (29.4%) • \$67 million DVBE (5.6%) 		

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Chief, Certification and Outreach, Angel Carrera, DGS

Mr. Carrera's first order of business was to congratulate Lorie Hall on her forthcoming retirement. Ms. Hall was instrumental in setting up a tour of the Porterville Dam for DGS. The DGS management team was able to view exactly how the SB/DVBE program could be applied to this complicated facility. Lorie also assisted DGS with understanding how the State Water Bonds for the Delta Levee's repair could be applied in the SB/DVBE program.

DGS has published the Statewide Consolidated Annual Report for FY2012/2013. DGS will review the agencies' Improvement Plans that did not meet their SB/DVBE participating goals. DGS and CalVet will schedule training assistance visits with these agencies to review: Top down management support, outreach travel program and best practices.

DGS has hired Sacramento State to perform a study on the economic impact of the SB/DVBE program. The study is in its third month and will be completed by August.

Mr. Carrera was surprised at the feedback that DGS needed to provide additional classes on the Annual Consolidated Report submission reports. He stated he would work with his staff to see if additional classes could be provided.

The final advice that Angel presented to the Advocates was to reach out to the prime contractors. Small Business and DVBEs are mostly subcontractors. They need prime contractors that are knowledgeable about the programs and will assist them in their efforts to grow their companies.

Strategic Contracts, Carol Bangs, Specialist, EDP Acquisitions

Issue: The subject of unbundling contracts was discussed at the last Advocates Workshop. The Steering Committee was not sure if the new advocates were aware of the concept of strategic contracts. Therefore, the committee invited Ms. Bangs of Strategic Contracts, DGS, to explain the off ramps and unbundling of contracts.

Background: The state of California buys several commodities in large quantities i.e. fuel, office supplies and automobiles. Eight years ago, the state came up with the idea of strategic contracts, to get the best possible prices when buying in large quantities or volumes.

Fuel, for example, would be purchased from large companies so the DGS Strategic Contracts were not an issue/problem. However items such as office supplies, prevented many small businesses and DVBE's from bidding. Strategic Contracts diminished agencies ability to meet their SB/DVBE goals. DGS solved the issue by unbundling the contracts. Unbundling allowed agencies to award SB/DVBEs that match or beat the Strategic Contract price. This came to be called the off ramp or unbundling.

Agency Report - Caltrans Liza Whitmore

FY 2012-13 DGS Consolidated Annual Report: SB \$500 million dollars, DVBE \$45 million, SB/DVBE Option \$95 million

Caltrans organized into 12 Districts - Each District has a District Small Business Liaison (SB/DVBE Advocate) who is responsible for outreach, education, technical assistance and advocacy.

To administer this program statewide, Caltrans has the Office of Business and Economic Opportunity or OBE0. OBE0 has over 30 staff to provide oversight of the District Small Business Liaisons and works towards helping Caltrans meet and exceed state and federal participation goals. Caltrans has a very active SB/DVBE program to buy and contract for a wide range of products, supplies and services.

Caltrans Best Practices for Advocates:

- SB/DVBE First policy
- Communicate frequently with new SB/DVBE firms
- Train SB/DVBE policies/procedures for Contract Managers semiannually
- Pursue SB/DVBE Option aggressively
- Identify internal and external SB/DVBE customers to insure great customer service

FISCAL, Office of SB/DVBE Services (OSDS), Tanya Little, Manger Certification, DGS

Fiscal is currently on schedule and the development team meets regularly. OSDS has purposed a Prime Contractor reporting system for SB/DVBE participation and it is currently in progress.

Next Meeting: September 17, 2014, Executive Lunchroom, DGS, 707 Third Street, West Sacramento

Discussion	The following topics will be discussed at the next meeting	
	Mentor Program	
	Agency Report, Department of Rehabilitation	
	Teleconferencing Procedures	
Action Items	Person Responsible	Deadline
Agenda	Robert Beamer	Steering Committee Meeting August 7, 2014