



**Department of General Services  
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605  
(916) 375-4400 (800) 559-5529

**Broadcast Date: July 21, 2023**

**Bulletin #: E-05-23**

---

**TO: Purchasing Authority Contacts (PACs)  
Procurement and Contracting Officers (PCOs)  
Small Business and DVBE Advocates**

**RE: Small Business (SB) and Disabled Veteran Business Enterprise (DVBE)  
Participation in State Contracting Best Practices Webinar**

---

The Department of General Services (DGS), Procurement Division (PD), Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS), is offering two SB and DVBE participation in state contracting best practices webinars for departments who missed one or both SB and DVBE participation goals in fiscal year 2021-22. One of the two webinars is designed for small departments as shown below. These mandatory webinars will provide procurement management and staff with a variety of contracting strategies and best practices to increase SB and DVBE participation.

- August 16, 2023, 10 a.m. – 11:30 a.m.
- August 16, 2023, 2 p.m. – 3:30 p.m. (small departments, less than \$2 million awarded)

**Who Should Attend:**

- Purchasing Authority Contacts (PACs)
- Procurement and Contracting Officers (PCOs)
- Small Business (SB) and Disabled Veterans Business Enterprises (DVBE) Advocates

**Where it will be held:**

These sessions will be held live via Microsoft Teams.

**What will be covered:**

- Advocate Role and Responsibilities
- Procurement Methods to Increase SB and DVBE Participation
- SB and DVBE Procurement Data Dashboards
- SB and DVBE Emergency Registry
- SB and DVBE First Policy
- Supplier Diversity
- Cal eProcure Search Tips
- UNSPSC Updates
- CalVet Resources

**How to Register:**

To register for your preferred date and time, click on one of the links below. You will receive an automatic confirmation of registration.

- Register for the August 16, 2023, 10 a.m. – 11:30 a.m. via Microsoft Teams [Click to Register](#)
- Register for the August 16, 2023, 2 p.m. – 3:30 p.m. via Microsoft Teams [Click to Register](#)

**How to Join the Live Webinars:**

Upon registration, an email will be sent with a webinar log-in link and code.

**Americans with Disabilities Act (ADA):**

A minimum of five (5) business days are required when requesting a reasonable accommodation. Persons with disabilities requiring reasonable accommodation to participate in this event, please contact:

Kathleen Tran

[kathleen.tran@dgs.ca.gov](mailto:kathleen.tran@dgs.ca.gov)

(279) 799-4308

Additional ADA information regarding reasonable accommodation is available at:

Access Reasonable Accommodation information [here](#)

For additional information and/or questions, please contact:

Kathleen Tran

[advocate@dgs.ca.gov](mailto:advocate@dgs.ca.gov)

(279) 799-4308