



**Department of General Services
Procurement Division**

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

Purpose To announce the updated procedure for submittal of the Small Business (SB)/Disabled Veteran Business Enterprise (DVBE) Participation Improvement Plan (aka "Plan of Action").

Policy State departments that do not meet either one or any of the SB or DVBE participation goals in any given fiscal year, must submit the Participation Improvement Plan to DGS by October 1st following the end of that fiscal year.

Background DGS has updated and automated the Improvement Plan submittal process through the development of a new online portal. The related procedures in the State Contracting Manual (SCM) have been updated. State departments will no longer submit the Improvement Plan to DGS with the Contracting Activity Report (CAR), instead state departments will submit the plan in the new online portal.

**Procedure/
Process** State departments who missed one or both SB and DVBE participation goals must submit the Participation Improvement Plan by October 1st, in the portal available here:

[SSP Catalog Categories - DGS Shared Services Portal](#)

State departments awarding new contracts over \$500,000 after January 2023 funded in whole or in part with federal Infrastructure Investment and Jobs Act (IIJA) funds on which the 25 percent SB participation goal is not met, should answer "Yes" to the IIJA-related question to expand the view and complete the subsequent IIJA questions.

A guide has been created to help register and access the Improvement Plan in the portal:

[Guide to Access Improvement Plan](#)

The following areas in SCM Volume 2 have been updated to reflect the new procedure above:

[Chapter 12, Section 1200 - Small Business and Disabled Veteran Business Enterprise Contracting](#)

[Chapter 22, Section 2200.2 – Annual Contracting Activity Report \(Form 810\)](#)

Questions

Please email: Advocate@dgs.ca.gov

RE: New Procedure for Submittal of the SB/DVBE Participation Improvement Plan (Due October 1st)